A proud partner of the american obcenter network

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並不是所有職位都需要申請表。但是一份標準的表格和履歷與一封求職信同樣重要。那麼,如何有效地填寫申請表呢?你能夠以固定的格式,在有限的時間內,明確地說明你的技能和成就嗎?

有些問題是你在繼續求職的路上必須回答的。這份資料單列舉了一些有關填寫申請表時的一些重要訣竅,幫助你向雇主證明你是最合適的人選。

## 引起雇主的興趣

許多雇主採取申請表方式,因這些表格很方便,把有關的資料填寫在一份標準的格式內,面談者可以更容易和快速地獲得資料。如果是這樣,你就應遵守公司的要求,事先做好準備;在申請職位之前,將表格內要求列舉的事實、日期和介紹資料,全部填寫妥當。

## 填寫申請表

職位申請表與履歷同樣重要,它能決定你是否能得到面談; 所以要填寫得有效用。這裡有一些適用於填寫職位申請表 有效的訣竅:

- → 填表前要仔細閱讀清楚表格。按照指示要求填寫,這就 是最有效 填表的先決條件。
- → 要求兩份申請表。你可要求額外填多一份作為草稿,帶一份履歷與推薦人的名單,這可協助你更準確地填寫申請表。
- → 以正楷或容易的字體書寫,令人方便閱讀。 用可靠的藍色或黑色筆填寫。攜帶一支塗改液或擦膠,以防萬一寫錯。
- → 檢查你的拼字、文法和標點符號。

- → 不要留下空白欄。當所要求的資料與你的不相關時,可以寫 "無"或 "不適用"("not applicable" "does not apply")。
- → 提供可靠的推薦人。在列出推薦人名字之前,一定要獲得對方同意。
- → 在申請表上簽名並寫下日期。
- → 對於不明白的縮寫和名詞,請教其他人。最好是向派表格給 你的人詢問。
- → 確定全部資料是正確無誤。檢查就業日期、電話號碼及 地 址等是否準備。

## 下定決心

職位申請表的內容對你能否有進一步進展——面談是極之重要。因而,不要被看似嚴格繁複的表格嚇怕,參考下面給你的表格樣本。另外,你還可到DCS的就業中心來,查閱DCS的《求職雜誌》(Job Search Journal),以及其他的出版刊物,它們會有更多關於填寫申請表的訣竅。

Form 1984 Rev. 06-15 Chinese www.mass.gov/eolwd

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平等就业机会/计划,可以提供辅助器材及服务根据残障人士的要求.请致电1-800-439-0183或711对于听力障碍人士服务.